



Senior President of Tribunals

Practice Statement authorising Legal Officers to carry out functions of a judicial nature in the Employment Tribunals

1. References in this practice statement to numbered rules are to the rules so numbered in the Employment Tribunal Procedure Rules 2024.

2. The Senior President of Tribunals hereby authorises a member of staff appointed under section 40(1) of the Tribunals, Courts and Enforcement Act 2007 or section 2(1) of the Courts Act 2003 and designated as a legal officer to exercise the functions of an Employment Tribunal in accordance with paragraph 3.

3. The following are orders that may be made or matters that may be determined by a legal officer (whether in response to an application or on the legal officer's own initiative) provided that the legal officer exercises the functions: (i) under the supervision of an Employment Judge; and (ii) in accordance with any applicable guidance issued by the President of Employment Tribunals (England and Wales) or the President of Employment Tribunals (Scotland):

- (a) extending or shortening a time limit under rule 5(7);
- (b) a referral under rule 13 (c), (d), (e), (f) or (g)
- (c) giving directions regarding service of a claim form under rule 16(3) including as to the period for responding;
- (d) an application for an extension of time for presenting a response under rule 21;
- (e) requiring a party to provide further information so that the Tribunal may issue a judgment under rule 22;
- (f) postponing a hearing when a decision is taken under rule 22;
- (g) an order under rule 30, where parties have been given an opportunity to object and no objection has been made:
 - (i) for an extension of time to comply with a case management order;
 - (ii) to amend a claim or response;
 - (iii) for additional information about another party's claim or defence;
 - (iv) for different claims to be considered together;
 - (v) postponing a hearing , except where the circumstances in rule 32(3) apply;
- (h) an order under rule 37(1) where parties have been given an opportunity to object and no objection has been made;
- (i) an order under rule 53, where parties have been given an opportunity to object and no objection has been made, and where the hearing sought would only determine matters under rule 52(1)(a);
- (j) confirmation of a stay (or in Scotland sist) of the proceedings in the event of a respondent's compulsory liquidation or administration; and
- (k) dismissal of a claim under rule 51.

4. In accordance with rule 7(2), within 14 days from the date on which the Tribunal sends notice of a decision made by a member of staff pursuant to an authorisation under this Practice Statement to a party, that party may apply in writing to the Tribunal for the decision to be considered afresh by a judge.

Sir Keith Lindblom

Senior President of Tribunals

6 January 2025